

CITY OF COLUMBUS JUNCTION

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

FOR THE PERIOD
JULY 1, 2019 THROUGH JUNE 30, 2020

Table of Contents

	<u>Page</u>
Officials	3
Independent Accountant's Report on Applying Agreed-Upon Procedures	4-5
Detailed Findings and Recommendations	6-7

City of Columbus Junction

Officials

(Before January 2020)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
T. Mark Huston	Mayor	Jan 1, 2022
Harold Prior	Council Member	Jan 1, 2022
Darin Mapel	Council Member	Jan 1, 2024
Jason Payne	Council Member	Jan 1, 2022
Frank Best	Council Member	Jan 1, 2024
Tracy Harris	Council Member	Jan 1, 2024
Julie Heindel	City Clerk	Indefinite
Jodi Edwards	Deputy City Clerk	Indefinite

(After January 2020)

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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Honorable Mayor and Members of the City Council:

I performed the procedures below, which were established at Iowa Code Chapter 11.6 to provide oversight of Iowa cities. Accordingly, I have applied certain tests and procedures to selected accounting records and related information of the City of Columbus Junction for the period July 1, 2019 through June 30, 2020, including procedures related to the City's compliance with certain Code of Iowa requirements identified below. The City of Columbus Junction's management, which agreed to the performance of the procedures performed, is responsible for compliance with these requirements and for the City's records.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, I make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures I performed are summarized as follows:

1. I observed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. I obtained an understanding of the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. I observed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. I obtained and observed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. I scanned City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. I observed the City's fiscal year 2019 Annual Financial Report (AFR) to determine whether it was completed and accurately reflects the City's financial information.
7. I scanned investments to determine compliance with Chapter 12B of the Code of Iowa.
8. I scanned depository resolutions, the City's investment policy and reporting of unclaimed property to the State of Iowa to determine compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa.

9. I scanned debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
10. I scanned selected tax increment financing (TIF) transactions, including receipts, disbursements and transfers, for compliance and accurate accounting, including compliance with the TIF reporting requirements of Chapter 384.22 of the Code of Iowa.
11. I observed the City's TIF debt certification forms filed with the County Auditor, including requests for collection of reduced TIF amounts and to decertify certain TIF obligations, as applicable, for proper support and compliance with Chapter 403.19(6) of the Code of Iowa.
12. I traced selected receipts to accurate accounting and consistency with the recommended COA.
13. The City had no voter approved levies.
14. I traced selected disbursements to proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended COA and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
15. I traced transfers between funds to proper authorization and accurate accounting and determined whether proper.
16. I traced selected payroll and related transactions to proper authorization and accurate accounting and determined whether proper.
17. I observed the annual certified budget for proper authorization, certification and timely amendment.

Based on the performance of the procedures described above, I identified various findings and recommendations for the City. My findings and recommendations are described in the Detailed Findings and Recommendations section of this report. Unless reported in the Detailed Findings and Recommendations, items of non-compliance were not noted during the performance of the specific procedures listed above.

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on specific accounting records and related information of the City, including compliance with specific Code of Iowa requirements. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is to report, in accordance with Chapter 11.6 of the Code of Iowa, certain agreed-upon procedures and the resulting findings and recommendations pertaining to selected accounting records and related information of the City, including the City's compliance with certain Code of Iowa requirements. This report is not suitable for any other purpose.

I would like to acknowledge the many courtesies and assistance extended to me by personnel of the City of Columbus Junction during the course of my agreed-upon procedures engagement. Should you have any questions concerning any of the above matters, I would be pleased to discuss them with you at your convenience.

TED M. WIEGAND, CPA

November 25, 2020

City of Columbus Junction

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

- (A) Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. I noted inadequate segregation of duties in each of the following areas for the City:

- (1) Cash and Investments – handling, reconciling and recording.
- (2) Receipts – opening mail, collecting, depositing, recording, reconciling and posting.
- (3) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling and recording.

Recommendation – I realize segregation of duties is difficult with a limited number of employees. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials. Independent reviews of reconciliations should be documented by the signature or initials of the reviewer and the date of the review.

- (B) Certified Budget – Disbursements during the year ended June 30, 2020 exceeded the amounts budgeted in the public safety, public works, culture and recreation, general government, debt service, and for business type activities. Chapter 384.20 of the Code of Iowa states, in part, “Public monies may not be expended or encumbered except under an annual or continuing appropriation.”

Recommendation – The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

- (C) Bank Reconciliations – The City has not remitted unclaimed property, consisting of several old outstanding checks, to the State Treasurer by November 1 as required by Chapter 556 of the Code of Iowa. An outstanding deposit of \$50 dating from May 2018 needs to be resolved. Cash on the Clerk’s reports was overstated by \$10,543 from December 2019 to June 2020 for an outstanding deposit that was a redundant entry. The system had already generated an entry for the transfer between banks. The Clerk has determined the cause of this outstanding deposit and has made the appropriate remedy.

Recommendation – The City should remit unclaimed property each year to the State Treasurer as required by the Code of Iowa. The Clerk should investigate the cause of the \$50 outstanding deposit and resolve it appropriately. The Clerk should investigate large outstanding items and resolve in a timely manner.

- (D) Financial Condition – At June 30, 2020, the Emergency Fund had a deficit balance of \$5,043.19, the Capital Projects Funds had a deficit total of \$88,008.50, and the Sewer Funds had a total deficit of \$77,202.97.

The City does have an overall positive cash balance of \$318,828 as reported on the June 30, 2020 AFR.

Recommendation – The City should investigate alternatives to eliminate these deficits in order to return these funds to a sound financial position.

City of Columbus Junction

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

- (E) Annual Financial Report Debt Disclosure – On the fiscal year 2020 AFR, Part V, Debt Outstanding – The New Heritage Street loan should have been reported as “other” and not as a GO Bond. The July 1, 2019 balance was overstated \$544 (reported as \$266,759 instead of \$266,215) and the June 30, 2020 balance was overstated \$312 (reported as \$256,006 instead of \$255,694)

Recommendation – The City should pay special attention to the New Heritage Street loan when reporting on the FY2021 AFR to ensure proper classification and accurate balances are reported.